

Chapter Eleven

Local Agency Proposals

Overview

In This Chapter

This chapter is divided into two (2) sections detailing the scope of work and its components, and one (1) appendix.

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Section A

Request for Agreement/Request for Proposal (RFA/RFP)

Request for Agreement/ Request for Proposal (RFA/RFP)

The Arizona Department of Health Services (ADHS) will forward a Request for Agreement/Proposal (RFA/RFP) and instructions to each WIC Local Agency according to the ADHS contracting timetable for the fiscal year.

Each Local Agency must include in their proposal:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion – lower tier covered transactions to ensure compliance with 7 CFR 3017
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964, as amended
- Assurance of compliance with section 504 of the Rehabilitation Act of 1973, as amended

Each Local Agency must complete and return their application to ADHS, 1740 West Adams Street, Phoenix, Arizona 85007 by the date specified on the proposal.

Any negotiations between the Arizona WIC Program and the Local Agency should be completed by July. WIC program staff will then prepare the final agreement and forward it to the Local Agency. The agreement should be reviewed and approved by the Local Agency's governing body and attorney.

The Local Agency must return the signed agreement to ADHS Procurement. The Intergovernmental Agreement (IGA) must be filed with the Secretary of State on or before October 1st for an effective date of October 1st.

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Section B

Scope of Work

Description	<p>The scope of work in the RFA/RFP package outlines the services that the ADHS wishes to purchase.</p> <p>The work statement completed by the offeror provides the basis for negotiation of services to be provided by the offeror upon award of a contract.</p> <p>The work statement, finalized during contract negotiations between the ADHS and offeror, is then the service specific component of the successful offeror's contract.</p>
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Section B

Components of the Scope of Work

Purpose	The components of the scope of work explain the reason ADHS is providing the services.
Goals	The desired outcome of the services provided and potential benefits to the population to be served as written by ADHS.
Population Served	ADHS completes this section, indicating the population the successful offeror will serve under the contract.
Facility Locations	The offeror lists by name, address, and hours of operation, all the facilities at which services will be delivered. This data will also be provided for subcontractors.
Notices, Correspondence, Reports and Payments	<ul style="list-style-type: none">• Program Reporting Requirements <u>to</u> ADHS – this section lists the reports to be submitted along with the frequency of submission• Notices, Correspondence, Reports, and Payments <u>from</u> ADHS – this section is completed by the offeror. The offeror provides the name, title, address, and telephone number of the person designated to receive correspondence from ADHS• Notices, Correspondence and Reports, and Payments <u>to</u> ADHS – this section is completed by ADHS. It describes the staff person designated to receive correspondence from the contractor

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Section B

Components of the Scope of Work (Continued)

Notices, Correspondence, Reports and Payments (Continued)

Licensure/Certification requirements. This section will be completed by ADHS, and applies to the:

- Personnel: ADHS indicates the type of licensure/certification personnel must have
 - Facility: ADHS indicates the type of licensure, certification, and/or permits the facility must have
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Special Program Requirements

ADHS lists those activities which are outside of the scope of the other sections, but which are integral to successful completion of contract activities.

Unit(s) of Measurement

The standard quantity by which the services provided will be measured. For IGAs/contracts the units are the basis by which penalties are determined.

Service Name(s)

The specific services to be provided under the contract. Each service name is defined and has a list of activities to be performed. This section will include:

- Service Delivery Methodology: The offeror details the method by which the activity will be accomplished
 - Evaluation Methodology: The details of how the service delivery methodology will be evaluated
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Appendix A: Sample Local Agency Proposal
